
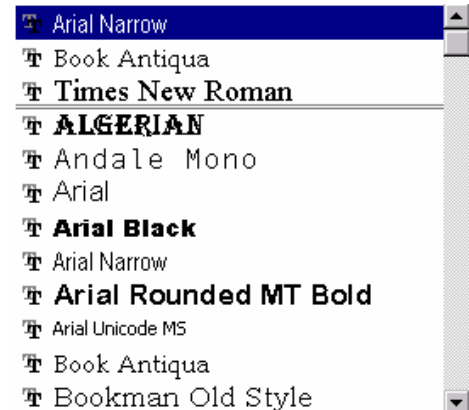


To Change The Text Style And Size

Changing text style

This is technically called the *font*. Highlight the relevant text and go to the box . Click on the down arrow to select a font. (Always use those with **T** beside them – they do not rely on the printer)



Adding Special Symbols

Word allows the user to insert symbols or special characters that are frequently used in documents. Copyright, trademark, and other graphic elements are just a few symbols that can be added. There are also international characters and diacritic marks as well.


To Insert Special Symbols

1. Click Insert from the Menu bar and then click Symbol.
2. Choose the Symbols tab.
3. From the Font drop down list select the style of symbols you would like to insert.
4. Click on the symbol that you wish to insert, and then click Insert.
5. You can find symbols in webdings and wingdings

To Insert Special Characters


1. Click Insert from the Menu bar and then click Symbol.
2. Choose the Special Characters tab.
3. Click on the character that you wish to insert, and then click Insert.

Changing text size

Go to the box  and click on the down arrow to select a size.

The size is given in *points* and one point is equal to $\frac{1}{72}$ inch. Note that the size actually refers to the *line* height of the text so there is no guarantee as to what height the actual text will be since this varies from font to font

Note that the sizes shown are not an exclusive list. You can in fact choose any size from 1 to 1638.

If you wish to choose a size which is not in the list simply click in the box  and type the required number. (You can also type half sizes, e.g. 12.5)

Serif and Sans-Serif Fonts, Decorative Fonts

The following graphic demonstrates the difference between *serif* (Times New Roman on the left) and *sans-serif* ("no feet", Arial on the right) fonts. Arial and Tahoma are sans serif, while Times New Roman and Courier are serif.



Character Formatting

Highlight the text you wish to change and select **Format, font**.

This shows the option for changing font and font size, covered in the previous task.

Font style: this allows you to select *Italic*, **Bold**, or **Bold Italic**

Colour: Click on the down arrow to change the colour

Underline style: There are 16 kinds of underlining. Click on the down arrow to select

Others:

Strikethrough

Double Strikethrough

Superscript - A²

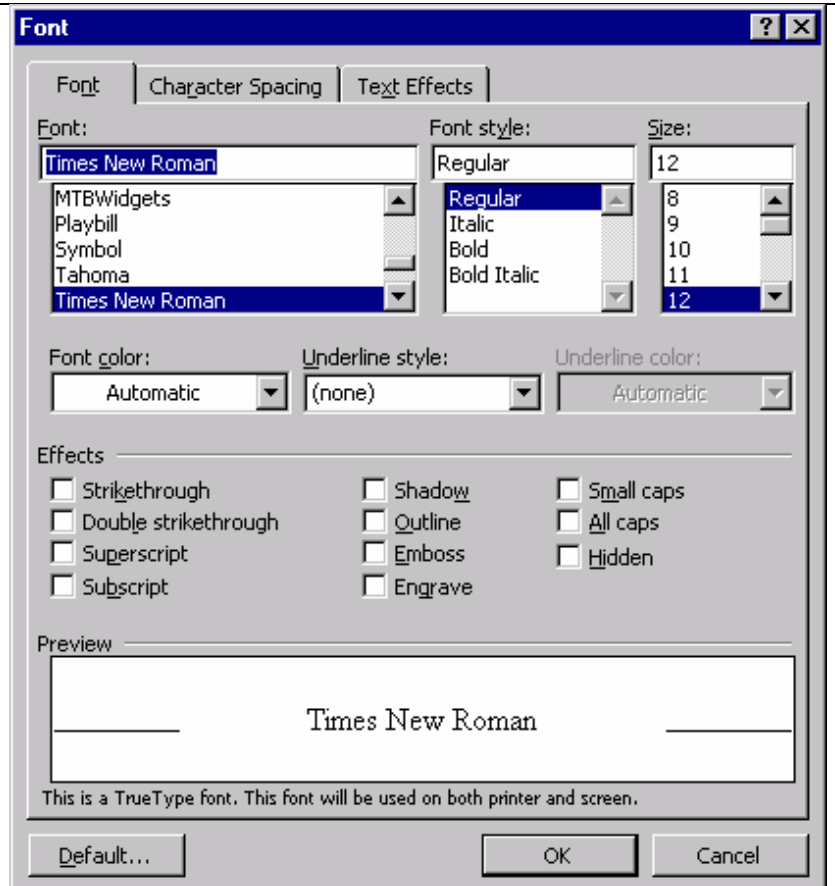
Subscript - A₂

Shadow Outline

Emboss Engrave

SMALL CAPS ALL CAPS

Hidden makes the text not visible



Speedy formatting

You can format as you are typing. As you come to the beginning of the text you wish to make **bold**, for example, press the **Ctrl** key, hold it down and press **B** or click on **B**. When you have finished typing text you wish to be in bold repeat **Ctrl B** or click on **B**.

Similarly for *Italic* you can use **Ctrl I** or click on **I** and for single underlining you can use **Ctrl U** or click on **U**

Ctrl B	Bold	Ctrl Shift +	S ^{uperscript}	Ctrl Shift W	<u>word underlining</u>
Ctrl I	<i>Italic</i>	Ctrl =	S _{ubscript}	Ctrl Shift D	<u>double underlining</u>
Ctrl U	<u>underlined</u>	Ctrl Shift K	SMALL CAPITALS	Ctrl Shift A	All letters as capitals
		Ctrl spacebar	To remove all formatting		

Identify these fonts as decorative, serif or sans serif:

1. Franklin Gothic Bold _____

2. **COOLVETICA** _____

3. Serifa BT _____

4. Courier New _____

5. *Curz* _____

6. American Typewriter _____

7. Comic Sans _____

8. ERASER DUST _____